

**POSITION DESCRIPTION** (Please Read Instructions on the Back)1. Agency Position No.  
NL11964

2. Reason for Submission <input type="checkbox"/> Redescription <input checked="" type="checkbox"/> New <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other	3. Service <input type="checkbox"/> Hdqtrs. <input checked="" type="checkbox"/> Field	4. Employing Office Location Orlando, FL	5. Duty Station Orlando, FL	6. OPM Certification No.
7. Fair Labor Standards Act <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt		8. Financial Statements Required <input type="checkbox"/> Executive Personnel Financial Disclosure <input type="checkbox"/> Employment and Financial Interests		9. Subject to IA Action <input type="checkbox"/> Yes <input type="checkbox"/> No
10. Position Status <input checked="" type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks) <input type="checkbox"/> SES (Gen.) <input type="checkbox"/> SES (CR)		11. Position is: <input type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither	12. Sensitivity <input type="checkbox"/> 1 - Non-Sensitive <input type="checkbox"/> 3 - Critical Sensitive <input checked="" type="checkbox"/> 2 - Noncritical Sensitive <input type="checkbox"/> 4 - Special Sensitive	13. Competitive Level Code
14. Agency Use				

15. Classified/Graded by	Official Title of Position	Pay Plan	Occupational Code	Grade	Initials	Date
a. U.S. Office of Personnel Management						
b. Department, Agency or Establishment						
c. Second Level Review						
d. First Level Review	Office Automation Assistant	GS	0326	05		
e. Recommended by Supervisor or Initiating Office						

16. Organizational Title of Position (if different from official title)

17. Name of Employee (if vacant, specify)

18. Department, Agency, or Establishment  
Department of the Army (DA)c. Third Subdivision  
Command Group, Chief of Staff (CS)a. First Subdivision  
U.S. Army Materiel Command (AMC)d. Fourth Subdivision  
Human Resource Management Division (CSH)b. Second Subdivision  
Simulation, Training, & Instrumentation Command

e. Fifth Subdivision

19. Employee review - This is an accurate description of the major duties and responsibilities of my position.

Signature of Employee (optional)

20. **Supervisory Certification.** I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the

knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

a. Typed Name and Title of Immediate Supervisor

SHARON R. HIGHTOWER, Chief, Human Resource Mgt Div

b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)

Signature

Date

8/9/00

Signature

Date

21. **Classification/Job Grading Certification.** I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.

22. Position Classification Standards Used in Classifying/Grading Position

Office Automation Clerical and assistance series, GS-326, Nov 90; OPM GEG for clerical and assistance work.

Typed Name and Title of Official Taking Action

JAMES B. GODWIN, JR, COL, Chief of Staff

Signature

Date

8/11/00

**Information for Employees.** The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.

23. Position Review	Initials	Date	Initials	Date	Initials	Date	Initials	Date	Initials	Date
a. Employee (optional)										
b. Supervisor										
c. Classifier										

24. Remarks

Position is at the full performance level

BUS: 7777

25. Description of Major Duties and Responsibilities (See Attached)

#### INTRODUCTION

The primary purpose of this position is to perform office automation work, including word processing, and a variety of clerical functions in support of the organization's mission and functions.

#### MAJOR DUTIES

1. The employee uses the full range of functions, including advanced processes, of one or more word processing software applications to produce documents. If needed, uses various functions of other software types such as desktop publishing, calendar, electronic mail, spreadsheets, or graphics. (20%)

- Types, edits, formats and prints a wide variety of documents for the office staff, including correspondence, technical reports, organizational proposals and justifications, technical notes and similar material in accordance with established guidelines and procedures. Source materials are either written drafts or voice recordings. Some complex formats require the integration of material from one type of software application (i.e., database, graphics, spreadsheet) into the word processing document. To accurately complete the documents, the employee uses an extensive knowledge of scientific, medical or technical terminology and the reference sources available.

- Determines the appropriate form, arrangement and spacing for the document, based on the nature of the subject matter being typed and its intended use.

- Resolves problems involving the interpretation of drafts by contacting the originator or by relying on previous experience.

- Edits material and makes necessary corrections in grammar, punctuation, spelling, and format.

- Consolidates information for various reports in accordance with established procedures and deadlines.

- Maintains documents in electronic files for easy retrieval. Makes backup copies of stored data as appropriate.

- Operates a computer, peripheral equipment and appropriate software to perform various computer operations in support of office operations, such as producing reports, maintaining databases, and inputting a variety of information.

2. The employee uses the full range of functions, including advanced processes, of one or more word processing software and/or desktop publishing applications to produce a variety of documents. May also use various functions of other software types such as calendars, electronic mail, spreadsheets, or graphics. The employee plans and carries out assignments with considerable independence. (20%)

- Types, edits, formats and prints a wide variety of documents for the office staff, including correspondence, reports, technical notes, presentation and briefing material in accordance with established guidelines and procedures. Source materials are either written drafts or voice recordings. Some complex formats require the integration of material from one type of software application (i.e., database, graphics, spreadsheet) into the word processing document.

- Determines the appropriate form, arrangement and spacing for the document, based on the nature of the subject matter being typed and its intended use.

- Resolves problems involving the interpretation of drafts by contacting the originator or by relying on previous experience.

- Edits material and makes necessary corrections in grammar, punctuation, spelling, and format.

- Consolidates information for various reports in accordance with established procedures and deadlines.

- Maintains documents in electronic files for easy retrieval. Makes backup copies of stored data as appropriate.

- Operates a computer, peripheral equipment and appropriate software to perform various computer operations in support of office operations, such as producing reports, maintaining databases, etc.

3. The employee performs a broad range of duties using one or more spreadsheet software programs. Plans and carries out assignments with considerable independence. (20%)

- Uses basic and advanced program functions to perform such operations as updating, revising, sorting, calculating and manipulating data in spreadsheets to meet multiple report formats.

- Converts spreadsheet data into graphs, charts, etc. for standard report formats.

4. The employee performs a broad range of duties using one or more spreadsheet software programs. Plans and carries out assignments with considerable independence. (20%)

- Uses basic and advanced program functions to perform such operations as updating and revising databases, and searching for and retrieving data for reports.

- Prepares reports presenting data to meet reporting requirements.

5. The employee provides clerical support to ensure efficient office operations. Performs a variety of receptionist and other clerical and administrative functions, using judgment to answer recurring questions and resolve problems. (20%)

- Receives phone calls and visitors. Answers routine inquiries or refers to staff members.

- Establishes and maintains a variety of files for easy retrieval. Files include those involving numerous subject headings and subheading. Cross-references files containing correspondence, reports, reference material, and other office records.

- Reviews incoming correspondence and determines the action required and its priority. Routes and distributes mail to appropriate individuals. Establishes and maintains suspense files to ensure timeliness of actions. Follows up on suspense dates to ensure that required actions and responses are made within deadlines.

- Maintains and orders office supplies, as requested by other staff members. Tracks requisitions to ensure timely completion.

Performs other duties as assigned.

## **I. CLASSIFICATION FACTORS**

### **Factor 1. Knowledge**

Level I - 3350 Points

- Knowledge of the capabilities, operating characteristics, and advanced functions of one type of office automation software (e.g., word processing, desktop publishing, graphics, database, spreadsheet, or communication).
- Knowledge of processing procedures for performing a substantial range of functions of several software types for various office needs. Skill sufficient to perform such tasks as producing a wide range of documents incorporating data from different software applications, or updating databases or spreadsheets.
- Knowledge of the advanced functions of one or more word processing/desktop publishing software packages to be able to perform a substantial range of operations and produce complex formats. Examples of advanced functions include: generating table of contents, importing graphics, or establishing the precise alignment of multiple columns.
- Knowledge of varied and advanced functions of one or more spreadsheet software packages sufficient to perform such operations as: organizing rows and columns; adding, deleting or modifying numerical records; manipulating or calculating data to meet multiple report formats.
- Knowledge of varied and advanced functions of one or more database software packages.
- Knowledge of the organization's functions, programs, structure, routines and procedures to receive phone calls and visitors, personally provide information on routine or procedural matters, or refer the question to the appropriate staff members.
- Knowledge of the subject area for which the organization is responsible sufficient to perform such tasks as locating and summarizing material, filing material that may be difficult to categorize, as well as the more routine filing and mail duties.
- Knowledge of the requirements and procedures pertaining to file and record systems and their maintenance.
- Knowledge of administrative and clerical rules, practices and procedures applicable to the processing of forms and requests used in various office support tasks, such as time and attendance, travel and office supply requisitioning.

### **Factor 2: Supervisory Controls**

Level 2 - 3275 Points

- The employee receives assignments with established objectives, priorities and deadlines. Plans and completes work in accordance with established office procedures and office automation practices. Uses initiative to resolve problems encountered. Coordinates efforts with other employees involved in or affected by new or revised procedures. Completed work is reviewed for technical soundness, usefulness and conformance with office operating requirements.

### **Factor 3: Guidelines**

Level 3 - 2125 Points

- The employee selects the most appropriate guidance from established procedures. Judgement is required either because the guides are numerous and similar, or because there are alternative procedures for accomplishing a function. Guidelines typically include software user manuals and tutorials, correspondence procedures, time and leave instructions, and sample work products. The supervisor is consulted if the existing guidelines cannot be applied or significant deviations are proposed.

### **Factor 4: Complexity**

Level 4 - 275 Points

- The employee performs duties that involve related steps, processes or methods that are often numerous and varied. Determines what needs to be done based on choices between alternatives with easily recognizable differences. Selects the

appropriate procedures and/or action, choosing from options that differ in such things as the type of software used, type of document or report to be produced or edited, or existing prerecorded formats.

Factor 5: Scope and Effect

Level 5 - 2 75 Points

- The employee follows established rules and procedures in collecting, organizing, and providing information. The employee's work affects the adequacy or acceptability of related processes or services, such as the way other employees document, receive or transmit information, and increases the usefulness of the information involved.

Factor 6: Personal Contacts

Level 6 - 225 Points

- The employee regularly meets with agency employees from outside the immediate organization.

Factor 7: Purpose of Contacts

Level 7 - 120 Points

- The employee contacts others to exchange information necessary to accomplish assignments.

Factor 8: Physical Demands

Level 8 - 15 Points

- The employee does sedentary work, such as sitting comfortably. There may be some walking, standing, bending or carrying of light items.

Factor 9: Work Environment

Level 9 - 15 Points

- The employee works in an adequately lighted and ventilated office environment. Observes normal safety precautions.